

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: 00C0287162  
POSITION NO: 236184  
CLASS CODE: 1527

Date Posted: 11/05/12  
Closing Date: 11/19/12

POSITION TITLE: SENIOR PAYROLL TECHNICIAN  
DEPARTMENT NAME: Payroll Section  
DEPARTMENT NO: 28 WORKSITE LOCATION: Education Auditorium, Window Rock, Arizona  
WORKS DAYS/HOURS: Mon - Fri POSITION TYPE: Permanent GRADE: R61A  
Days: Mon - Fri Permanent: ☒ SALARY: \$ 29,390.40 Per Annum  
Hours: 8:00am - 5:00pm Temporary: ☐ Duration: 40 No. of Hrs/Wk: 40 \$ 14.13 Per Hour  
Part-Time: ☐

**DUTIES AND RESPONSIBILITIES:**

Perform review, identify, research, verify, filing, reconcile and analyze payroll reports (Timesheets, overtime forms, back-pays, payroll deduction, payroll edits, payroll checks/advice, wage verification and payroll reports), by entering the data entries with minimum errors, correcting, adjusting, finding the source of the error/resolve any discrepancy, detect any errors of the data entries, able to achieve and ensuring work assignments for 100% accuracy, and be able to perform assignments on a daily basis. Process the report(s) to ensure all time cards entries have the correct data entries.

Provide assistance, furnish training materials, support staff basic training, and provide technical assistance of the HRIS Payroll module. Knowledgeable of the three branch Personnel Policies Manuals by providing training, updating, and supplying the desktop procedures to all payroll staff on a need basis.

Perform the five steps payroll processing. Resolve any discrepancies within any of the five steps in the payroll processing. Any discrepancy/issue to contact the appropriate personnel/Consultant/Oracle in resolving the issue. Able to reconcile and verify the payroll totals and follow the federal and state laws guidelines. To ensure all applicable payroll taxes, fringe benefits and deductions are accurately process.

Write and update the procedures of the Human Resource Payroll module. To be able to provide technical assistance in the HRIS payroll module. Knowledgeable of the payroll accounting principles; federal and state employment tax laws. Understand & follow oral and written instruction. To be able to write memorandum and correspondence.

Perform the reconciliation of the Payroll totals, detect any errors, ensure all require taxes are deducted, on a biweekly basis. Enter Void check, adjustment, & refund.

Verify and provide a quick respond to the wage verification by filling out the requestor's forms correctly to ensure the requestor get a timely respond and be done on a daily basis.

Process the interim Payroll process. Train the staff who are assigned to processing the interim payroll by providing written instruction and procedure. The instruction should include voiding payroll check, correcting a mis-key pay type of refund of tax, or payroll deduction, etc. Provide a check off list of the interim process and a check off list for all interim payroll reports. Call in the payroll taxes for the interim payroll tax payment(s).

Reconcile, review and analyze the payroll deductions (child support) by reviewing the Automatic Payee Voucher to the recipients by ensuring payroll deduction done on a biweekly basis right after the final payroll process. Ensuring mailing of checks/deduction listings are done on a biweekly basis.

Other assignments/research as assign by the Manager/Supervisor. Delegated on behalf of the Payroll Supervisor/co-worker. Submit statistical reports. To be able to reconcile/analyze the printing of the W-2s. Provide assistance to the Supervisor/Manager. Attend meeting. Present presentation/training/workshop to staff or program, & create/design/revise payroll forms. Submit periodic monthly report. Assignments are designate in order to meet the objective of the mission statement of OOC. Work assignments are to be done on a daily, weekly, biweekly, monthly, quarterly or annually basis.

Employee is assigned as the Power User for the Payroll Office. As the Power User for the Payroll Office will be able to perform testing, resolve issues in regards to the payroll process on the JDEdwards Enterprise One 8.12. Any discrepancy/issue, will research and find a solution. Will contact the appropriate personnel to help resolve the issue.

**QUALIFICATION REQUIREMENTS:**

**Education and Training:**

High School Diploma or GED; supplemented by college courses in bookkeeping or accounting; and

**PREFERRED:** Knowledge of payroll accounting background is a must. College courses in accounting.

**Experience:**

five (5) years payroll, bookkeeping and accounting experience; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties. **(To receive full credit for education/training, applicant must submit copies of college transcripts, certificates, diploma, etc.).** **PREFERRED:** Have the ability to navigate the menus/screens of a computer for data entries and researching for information.

**Special Knowledge, Skills and Abilities:**

**PREFERRED:** Knowledge in the use of computer software for Microsoft Office Word, Microsoft Office Excel, Microsoft Office Outlook, and Microsoft Office PowerPoint. Knowledge of the JD Edward Enterprise One Human Resource Information System. Possess phone skills and the ability to work with the general public. Able to operate modern business machines: 10 key calculator, Xerox machine, typewriter, shredder, etc. Able to work under pressure. Follow oral and written instructions. Must be dependable and a fast learner of the JDEdwards Human Resource Information System/Payroll Module system. Be able to deal with stress. Strong organizational & time management skills while maintaining attention to details. Ability to work quickly & productively with minimal supervision.

**License/Certification Requirements:**

**PREFERRED:** Required to be certified to have access to the Human Resource Information System and Payroll Module. Training will be provided and will be required to pass all applicable tests.

**VETERANS' PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

Revised: 1-15-99